

Shedd - Porter Memorial Library Minutes
December 19, 2024 Meeting
Approved

Present: Matthew Saxton, Carol Reller, Jude Willis, Kathy Torrey, Alyson Montgomery, Susan Norlander

Alternate: Joe Levesque

The meeting was called to order at 5:00 pm. On a motion made by Jude and seconded by Kathy, the minutes of November 21, 2024 and December 3, 2024 were approved.

Librarian's Report

Children's happenings in the library

- The Gingerbread Holiday Party was really fun! 25 children attended, with 11 adults. Thank you, Kathy for being our opening act! Lindsey and Jodie did a lot of work to make the event run without a hitch. Thank you both!
- The *Disney Jr Storybook Collection* and the *Cinderella Read Along Storybook and CD* tied for the most checkouts (11) this year in the Youth Collection.

Adult Happenings in the library

- No official Crumb Together Cafe in December, but the event will hopefully be back in January! Stay tuned.
- Page Turners hosted a great discussion of *Unlikely Animals* and will meet again on January 9th to discuss *Eligible* by Curtis Sittenfeld. There are copies available; all are welcome! Our group has grown this year, and it's delightful to see attendance around 10-12 at most gatherings!
- The most checked out book this year (14) in Adult Fiction (and overall, at SPML) was *The Women* by Kristin Hannah. Top Adult Non-Fiction book was a tie at 7 checkouts each: *The Woman they Could Not Silence*, *The Smitten Kitchen Cookbook*, and *All the Beauty in the World*. The top DVD was *Oppenheimer*; with 11 checkouts.

Administrative Happenings in the Library

- With about a week to go in 2024, SPML patrons have saved over \$111,000 this year by borrowing books, DVDs etc. from the library rather than purchasing these items.
- Alyson is making the last of the Tech Grant purchases.
- Alyson has started working on the report for the town, due to Misty by January 10th.
- Christmas Eve and New Year's Eve each fall on a Tuesday this year. We agreed that we will close on both of those days. The webpage and calendar now reflect this.
- Alyson is looking at CLiF Grants for 2025 – there might be several opportunities!

Circulation

In November, 1,347 items circulated throughout the community. It's been a robust year at SPML! A final count for 2024 will be tabulated in January. The percentages are below:

- Libby: 33%
- Adult Collection: 20% (of which 33% is Non-Fiction)
- Youth Collection: 29%.
- DVDs: 4%
- Audio & Magazine: 1%
- ILL: 11% (86 in, 74 out)

Alyson Vacation and Sick Time

Alyson has used 4 of her remaining 6 days. She will hold over the last 2 days for early January, 2025.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously. A brief discussion ensued.

In terms of budgeting for 2025, as agreed at the special meeting on December 3, 2024, the projected payroll for 2025 will be:

Librarian	\$45,900.40	1820 hours per year, estimated
Library staff	<u>\$13,682.61</u>	859 hours per year, estimated
Total	\$59,583.01	

A request was made to the Selectboard to include \$53,000 on the Library payroll line in their 2025 budget. We also asked for a warrant article for \$25,000 for the Library Capital Reserve. The payroll number is ~ 4% above the 2024 line item, trying to stay in line with Town budget caps.

The Library Trustees intend that the difference between the payroll request and the actual amount expended will be covered through the Library's saved resources. Carol pointed out that this will require dipping into our assets/savings and that quantity could be a function of income/donations. Alyson reported that we had received an anonymous donation of \$6000 just today along with others since the first of the month.

Carol and Susan participated by zoom in a meeting on December 12, with Hannah Devoe, our labor attorney. The purpose of this meeting was to confirm plans related to the FLSA since the recent ruling of a Federal judge, to discuss the need for a contract for the Director, and to discuss some questions regarding staffing.

- Based on the 5th Circuit Federal judge ruling and discussions with Hannah, we determined that the Director's position should stay as exempt and that there is no longer a look-back period to July 1 for calculating wages. The Director's position will remain salaried.
- We were aware of a presentation made by Hannah at NHLTA conference regarding a contract with a Director being a good practice. A contract is beneficial for both the employee and for the Trustees, defining expectations and protecting against "outside" interference as well as any changes to the state statute. Having a contract insures all are on the same wavelength and that the details describing the Director's position and our relationship are in one place (remember, the Trustee's membership is subject to change over time). Creating a contract should be seen as an acceptance of proceeding with best practices. Hannah can work with us to draft a contract.

On a motion made by Kathy and seconded by Matt, we agreed to pursue having a contract drafted for Alyson. Susan will reach out to Hannah after the holidays to advise her of our decision.

- Provisions of ADA do not apply as we do not meet the level of 15 employees.

Pending items for the AFC as of now include the following. These are not in any particular order:

- Update bylaws as needed.
- Generate a document(s) that defines accounting and financial policies, including succession. Susan has begun to document her monthly process.
- Organize old files and the file cabinets.

Maintenance Committee Report

- We think the water damage has gotten worse in the front vestibule and would like Dan Bartlett and/or Ciaran Lavery to recommend building scientists that can review the situation. Susan is contacting them.
- Melanson did not come to clean the roof gutters this fall. Matt will contact them to see when they can come since this was supposed to be an automatic and annual service.

- We discussed storage issues, with the priority being cleaning out the boiler room. Alyson is contacting Laura to see if she knows of any available town storage spaces. Matt and Kathy will also meet and see if there is anything that can be discarded or stored in a different manner.
- It was also noted the furnace had not received its annual service. Susan will email Misty in this regard.

Grants and Facilities

Nothing new to report.

Strategic Planning

We agreed last month that we each would have a homework item to come up with a goal that we would be willing to pursue as an individual relative to the Strategic Plan. Previously, Jude expressed interest in looking into a friends' group while Alyson mentioned collections. Carol offered to spearhead the technology effort, Susan and Joe will do buildings, and Kathy will look into fundraising. These are items that we will begin to work on in 2025 by strategizing more detail for each category.

Other Old Business

- The roof meeting scheduled for December had to be cancelled. In the meantime, we continue to gather data regarding moisture from in the building. Susan hopes to contact a building scientist to review the situation.
- We discussed starting Crumb Together Café up again. Susan reported that we have learned from the financial reporting started this year that this activity provides little in terms of actual income/fundraising while it does bring people into the Library. Susan is proposing that we instead call this a “program” and include the expense under programs rather than having a separate expense category. She also proposed reducing the amount of pastries available. Income would remain separate for reporting purposes such that we can continue to monitor this program. We agreed to start back up in January. Susan will coordinate pastries.

New Business

- There was no new business.

Potential Action/Agenda items for the next meeting, Thursday, January 16, 2025 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's/financial reports and accounting procedures committee update.
4. Maintenance/committee updates.
5. Any grant updates.
6. Strategic planning updates.
7. Roof work update.
8. 2025 Budget process updates.
9. Other old business.
10. Any new business.

The meeting adjourned at 6:24 PM on a motion made by Kathy and seconded by Jude; the motion passed unanimously.

Respectfully submitted by Carol Reller

Shedd-Porter Memorial Library
Budget to Actual

November 2024

	2024 Budget	November	YTD	Remaining \$	% Used
EXPENSES					
Book Replacement					
Books	\$12,000.00	\$896.86	\$10,232.73	\$1,767.27	85.27%
DVDs (includes Amazon refund 11/20)	\$500.00		\$486.55	\$13.45	97.31%
Fundraising Cost		\$0.00	\$169.90	-\$169.90	
Health Insurance - Director	\$7,373.00	\$0.00		\$7,373.00	0.00%
Miscellaneous	\$750.00	\$0.00		\$750.00	0.00%
NH Preservation Grant *	\$5,200.00	\$0.00	\$5,065.00	\$135.00	
NHDB	\$2,000.00		\$1,330.00	\$670.00	66.50%
Office Operations/admin/supplies	\$1,200.00	\$125.01	\$2,496.10	-\$1,296.10	208.01%
Periodicals	\$750.00		\$511.02	\$238.98	68.14%
Professional Associations	\$400.00		\$265.00	\$135.00	66.25%
Programs	\$2,000.00		\$1,625.37	\$374.63	81.27%
Restroom Upgrade	\$25,190.00		\$22,899.07	\$2,290.93	90.91%
Security			\$1,013.30	-\$1,013.30	
Technology	\$2,500.00		\$1,375.00	\$1,125.00	55.00%
Technology Grant **	\$9,718.00	\$3,614.60	\$5,552.49	\$4,165.51	57.14%
Alstead 2023 reimbursement of \$4969.36 not included in expenses report ****				\$0.00	
Totals	\$69,581.00	\$4,636.47	\$53,021.53		
INCOME					
	Anticipated 2024				Percentage Received
Amazon Refund - DVD		\$15.29	\$15.29		
Book Replacement	\$0.00	\$20.00	\$72.94		
Book Sale		\$20.00	\$40.00		
Donations	\$19,000.00		\$15,424.00		81.18%
Fundraising Pastries	\$100.00		\$244.00		244.00%
Langdon (2023 & 2024)	\$7,500.00		\$12,600.00		168.00%
Miscellaneous Fees & Donations	\$700.00		\$451.23		64.46%
NHPA Grant	\$3,100.00		\$3,054.00		98.52%
Nonresident Fees	\$200.00		\$320.00		160.00%
Trustee of Trust Funds	\$4,500.00		\$4,976.92		110.60%
Grants	\$1,000.00				0.00%
Total Income	\$36,100.00	\$55.29	\$37,183.09	\$0.00	0.00%
+ 23,000 Transfer from Savings for Restroom			60183.09		
MASCOMA STATEMENT BALANCES as of 12/01/24					
Checking	\$10,520.73				
Savings	\$50,122.25				
ADA Savings	\$5,010.39				